

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3111

TITLE: ENVIRONMENTAL HEALTH PROGRAM MANAGER

GRADE: S-28

DEFINITION:

Under general direction, assists the Director of Environmental Health in the planning and administration of environmental health programs; develops policies, procedures, goals, and objectives; coordinates and provides managerial direction to Environmental Health Supervisors; maintains liaison with other county agencies and boards; prepares and oversees division budget.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Environmental Health Supervisor class by its emphasis upon managerial duties and assistance to the Director of Environmental Health as opposed to the Environment Health Supervisor's emphasis on supervision over Environmental Health Specialists and direct service delivery in one or more specialty areas.

ILLUSTRATIVE DUTIES:

Plans, coordinates, and directs Environmental Health services;
Coordinates action plans developed to achieve goals and objectives;
Evaluates the accomplishments of goals and objectives;
Provides guidance to supervisors in handling difficult and controversial matters;
Acts as mediator between staff members and citizens, contractors, builders, and community business representatives when issues arise;
Ensures enforcement of County, State, and Federal environmental health laws, codes, and regulations;
Confers with and assists County Attorney and Commonwealth's Attorney in preparation of legal action/cases;
Responds to requests and inquiries from the public (including property owners, business operators, developers, contractors, real estate agents, engineering professionals), the media, County/State/Federal agencies and other jurisdictions;
Assists supervisor in reviewing regulations, codes, and ordinances to determine their accuracy, timeliness, effectiveness, and applicability;
Evaluates performance of subordinates and reviews the performance evaluations prepared by lower level supervisor for consistent application of performance standards;
Makes presentations on Health Department activities at public meetings;
Performs program administration functions, such as budget preparation, expenditure oversight, personnel management, grant administration;
As necessary, assumes the responsibilities of the division director in his/her absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of public health standards and advanced inspection/investigation procedures related to specialty area(s);

Extensive knowledge of methods and techniques used for prevention of disease caused by contaminated food, vectors (e.g., insects, animals, etc.), and other environmental hazards;
Extensive knowledge of the concepts and principles of biology, chemistry, physics, and statistics;
Comprehensive knowledge of, and the ability to tactfully and impartially interpret and enforce County, Federal, and State laws, codes, and ordinances governing public and environmental health;
Thorough knowledge of modern management principles and techniques;
Skill in public speaking and making presentations;
Ability to plan, supervise, and evaluate the work of professional Environmental Health Specialists;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships;
Ability to operate a motor vehicle.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to: Graduation from an accredited four-year college or university with a Bachelor's degree in Environmental Health, or a Bachelor's degree with at least (30) semester hours of course work in the physical or biological sciences; PLUS,
Five years' experience in the environmental health field, at or equivalent to, the level of Environmental Health Specialist II, including at least two years of experience supervising environmental health investigative work.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License. Must provide automobile for personal transportation in the performance of official duties.

REVISED: August 15, 1997
ESTABLISHED: July 26, 1993